



REPORT TO THE MAYOR AND COUNCIL

City of Rockville
Boards and Commissions
FY2009 Accomplishments and FY2010 Goals

September 21, 2009

ANIMAL MATTERS BOARD

Chair: Lucille Roberts

Members: Monica Beller, Jill Russ, Margaret Callaghan and Kathleen Drake. (There is one vacancy for an alternate member)

Staff Liaison: Victor Sajaukas, Supervisor of Community Enhancement/Code Enforcement, Police Department

Accomplishments for FY 2009:

- Adjudicated fourteen (14) Animal Control cases in a fair and responsive manner with the cooperation of the Rockville City Police Department
- Interpreted the animal control ordinance as it applies to individual cases, to promote peace among neighbors and a better understanding of responsible pet ownership

Goals for FY 2010:

- Continue to provide resources and recommendations to aid in dispute resolution regarding animal control issues in City of Rockville neighborhoods
- Continue to review and recommend for penalties and actions to be taken by animal owners cited by the Neighborhood Service Officers for nuisance violations under the Animal Control Ordinance
- Provide input to community education needed regarding changes to the Animal Control Ordinance

BOARD OF APPEALS

Chair: Christopher (Scott) Maravilla

Members: Roy Deitchman and Alan Sternstein (There is one vacancy for an alternate member)

Staff Liaison: Cas Chasten, Planner III, Department of Community Planning and Development Services

Accomplishments for FY 2009:

- Between January 2008 and June 30, 2009, nine (9) zoning variances were filed with the Department of Community Plan and Development Services. Of these applications, the Board of Appeals heard and approved eight (8) of the requested applications, with one (1) pending formal action by the Board.
- Between January 2008 and June 30, 2009, three (3) Special Exception applications were filed with the Community Planning and Development Services Department and considered by the Board of Appeals. These cases were as follows:
 - a) A request to modify a condition of approval involving a childcare center located at 5 Rollins Court;
 - b) A second and final time extension request of the expiration date for a previously approved private school at Twinbrook Community Church, located at 5906 Halpine Road; and
 - c) A request to increase student enrollment and physically expand the existing private school at Saint Raphael's Catholic Church, located at 1592 Kimblewick Road.

It is important to note that the volume and number of cases heard by the Board in FY 2009 was significantly impacted by the development moratorium adopted by the Mayor and Council. The moratorium restricted the filing of certain development related applications, requests, and petitions, effective March 15, 2007. The moratorium expired on March 16, 2009, the effective date of the City's new Zoning Ordinance.

Goals for FY 2010:

- Continue to hear and consider each and all application requests objectively, fairly, and based on the information and evidence presented and/or available.
- Allow petitioners/applicants to present their case completely and fully.
- Continue to hear and consider all cases/requests based on the merits of the specific request, while factoring in precedent as a benchmark to decide a case, when and if such consideration is determined not to be contrary to applicable law.

- Ensure that all requests and decisions to grant or deny a request are based on findings the Board is charged to make as specified by applicable provisions of the Zoning Ordinance
- Continue to hold hearings in accordance with Roberts Rules of Order, ensuring cases are fully heard, allowing interested parties to participate without disruption.
- Provide for continued efficiency of the Board along with possible additional training and briefings from staff and/or elected or appointed officials.

BOARD OF SUPERVISORS OF ELECTIONS

Chair: David Celeste

Members: Linda Askamit, Beryl Feinberg, Howard Eskildson and Sidney Gottlieb

Staff Liaison: Claire Funkhouser, City Clerk

Accomplishments for FY 2009:

- Reviewed feedback from a forum for participants in the 2007 election (candidates, treasurers, campaign managers, etc,) held in April 2008 for possible recommendations for changes in the 2009 elections process
- Met in worksession with the Mayor and Council on October 6, 2008, to discuss recommendations for changes in Chapter 5 of the City Code, "Elections," as well as other administrative processes related to the election. Recommendations included the following:
 - An increase in maximum contribution amounts allowance from \$500 to \$1000
 - Enabling the ability to accept contributions above \$10.00 through electronic payment, with the same rules that apply regarding documentation for electronic contributions as exists for contributions made by check.
 - An increase in the maximum of the aggregate amount (the amount that can be contributed from an individual or entity to all of the candidates/campaign committees combined) from \$1,000.00 to \$2,000.00.
 - A change in the timeframe between the cut-off date for calculating the amounts received and expended and the date for submission of the first two Campaign Finance Reports to the City Clerk's Office
 - Enabling people have the ability to serve as campaign treasurers even if they do not live within the city limits of Rockville, as long as they are registered voters in Montgomery County.
- Monitored the legislative process for passage of the above recommendations, enacted by the Mayor and Council on March 23, 2009
- Reviewed the 2009 candidate's packet

Goals for FY 2010:

- Provide general oversight to the 2009 City of Rockville municipal election, including certification of the official results
- Strategize ways to encourage more voters to participate in the 2009 municipal election, especially using the absentee ballot
- Review the logistics and layouts for voting machines at all of the polling places in the City for the 2009 municipal election
- Participate in the training sessions for election judges
- Review the financial statements submitted by candidates
- Analyze the results of the 2009 election

COMPENSATION COMMISSION

Chair: Virginia Onley

Members: Jim Coyle, Steve Edwards, Jim Marrinan, and Tom Moore

Staff Liaison: Claire Funkhouser, City Clerk

Accomplishments for FY 2009:

- Met four times from January to March, 2009, to discuss the group's recommendation, due to the City Clerk's Office by March 31. The meetings of the Commission were open to the public and public comment was welcomed as part of the Commission's fact-finding and deliberation process.
- Met with the Mayor and Council on April 27 at one of the worksessions for the FY2010 budget to present their recommendations.

Note: On May 18, The Mayor and Council passed Resolution No. 9-09, rejecting the Commission's recommendation for compensation increases for FY2010, but accepting the group's recommendation of increases for FY 2011 and FY 2012 based on the positive change, if any, in the Washington-Baltimore CPI-U for the twelve months preceding the previous November (November 2009-November 2010). The resolution stipulates that the increase shall take effect on July 1, 2011 and remain in effect until such time as a change in the compensation for the Mayor and/or the Councilmembers becomes effective under the procedures set forth in Section 2-21 of the Rockville City Code.

Goals for FY 2010:

The Compensation Commission has no plans to meet in FY 2010. The Commission will resume activity in the winter of 2011 to discuss the compensation of the Mayor and Council to be elected in November 2011 (FY2011).

CULTURAL ARTS COMMISSION

Chair: John Moser

Members: Rose Acquilino, Shari Bergel, Carole Butler, Jerry Callistein, Teresa Harn, Ken Lechter, Richard Lurye, George Northway, and Sezin Williams (One vacancy)

Staff Liaison: Betty Wisda, Arts Program Supervisor, Department of Recreation and Parks

Accomplishments for FY 2009:

- Promotes "Art In Public Places" projects
 - Megan Marlatt installed "The Hatter of Rockville History" on the east-facing condominium wall on E. Middle Lane in November 2008.
 - Charlotte Lees installed "Magnet" at Thomas Farm Community Center in February 2009.
 - Beverly Ress installed "Things Left Behind" on Gibbs Street in March 2009.
 - Jimilu Mason installed "Mattie and Micha" at the Mattie Stepanek Park in October 2008.
- Sponsored of special arts and humanities programs- the 13th annual F. Scott Fitzgerald Literary Conference, the 11th annual Rockville Arts Sampler, and 3rd annual Hidden Rockville.
- Sponsored of the Rockville Piano and Strings Competition.
- Selected finalists for the Arts and Innovation Center, William Gibbs, and the Rockville City Hall Arts Projects.

Goals for FY 2010:

- Art in Public Places- Planned art projects include the Rockville Swim and Fitness Center, the plaza surrounding "Spirit of Rockville", the corner of Park Road and South Stonestreet, and the corner of Falls Road and Wootton Parkway.
- Support the 35th Anniversary of Rockville Civic Ballet in 2009, the 10th Anniversary of the Rockville Regional Youth Orchestra in 2010, and the 30th Anniversary of the Art in Public Places program in 2011.
- Support the committee planning the 150th Anniversary of the City of Rockville.
- Work with consultants on the development of report for the Culture and Entertainment Plan.
- Advocate for restoration of the Art in Public Places permanent collection- The City's collection currently includes 42 works of art; 25 works of art are 10 to 25 years old.

- Regarding diversity and outreach, seek ways to expand the audiences for existing arts programs.
- Seek funding or in-kind services from the private sector.

ENVIRONMENT COMMISSION

Chair: Faith Klareich

Members: Seth Adams, Steven Cardon, Kris Dighe, Dominique Lorang-Leins, Beri Kravitz, Christine Davidson-McCord, Tolulope Odulami, David Davis (Student Representative)

Staff Liaison: Mark Charles, Chief Environmental Specialist, Department of Public Works

NOTE: The Mayor and Council established the Environment Commission in an October 28, 2002 resolution. Its predecessor, the Science, Technology and the Environment Commission was established in 1985. The Committees (formerly *working groups*) were formed in FY 2006 to meet the growing workload of the Commission and to broaden the network of experts supporting the Commission's activities. Areas of Focus were selected in accordance with the direction provided by the Mayor and Council and city staff, community input from events sponsored by the Commission, and the Commission's own agenda. Each Committee is comprised of at least two Commissioners as well as community volunteers who either live or work in the City. Recruitment for the committees is done on a continual basis and no restrictions exist at this time on the number of volunteers per committee. The following report is organized our submission to reflect the Commission's organizational structure.

Accomplishments for FY2009:

Overall Environment Commission Activities

- Continued to provide issue analysis and testimony to Mayor and Council on various environmental and sustainability issues and opportunities facing the City
- Provide the Environmental Management Division of Public Works with technical support, policy analyses and resident perspectives on various environmental and sustainability matters
- Conducted *inreach* activities with other City organizations including:
 - A joint work session with the Mayor and Council
 - A joint meeting with the Historic District Commission and members of the Planning Commission.
 - Representatives met with the Recreation and Parks Board.
- Developed recommendations for proposed amendments to the City anti-graffiti ordinance.
- Adopted a Rockville stream segment of Maryvale Creek to maintain trash free
- Reviewed and commented on proposed redevelopment plans for the City's Vehicle Maintenance Facility on Rothgeb Drive

Sustainable Design and Energy Committee Actions

- Reviewed and prepared detailed comments on the proposed amendments to the Rockville Zoning Code (Chapter 25) adopted in March 2009
- Reviewed and prepared extensive comments on the draft and proposed amendments to the Rockville *Green* Building Codes (Chapter 5) proposed in May 2009
- Reviewed and prepared comments on proposed new and renovated comments at the Gude Drive Vehicle Maintenance Yard.

Watershed Protection Committee Actions

- Commented on the scope of a draft Request for Proposals (RFP) for a watershed assessment study of Cabin John Creek. These studies are conducted on each of Rockville's three watersheds every 10 years.
- Assisted the Environmental Management Division with the creation of a volunteer stream-monitoring program that tracks water quality, stream condition and habitat quality over time, including developing a program manual, training materials, promotional materials and presentations.
- Constructed a prototype floating trash collector for use in City streams.

Environmental Outreach and Education Committee Actions

- Developed and improved exhibit and handout materials to increase awareness of environment and sustainability opportunities, issues and concerns.
- Organized the Commission's participation in Rockville Science Day and Hometown Holidays events by sponsoring an information booth, including energy efficiency and rain barrel displays.
- Evaluated Environmental Excellence Award nominations for 2000 Tower Oaks Boulevard and New Mark Commons' tree protection program. Review and comment on proposed designs for these awards.
- Reviewed and commented on a draft Energy Conservation Brochure prepared by the Environmental Management Division.

Goals for FY 2010:

- Recruit additional Environment Commission Committee members for the Outreach Committee, the Watershed Protection Committee and the Sustainable Design and Energy Committees.

- Pursue a closer working relationship with the Mayor and Council through the Council Liaison (if established); and briefings, joint meetings and other communication with Council members.
- Advise City staff on proposed environmental and sustainability ordinances, policies and procedures, such as a revised *Sustainability Strategy*, proposed new or renovated City building projects, the draft stormwater and erosion control ordinance (Chapter 19), and the deer management policy and procedures.
- Continue to advise the City on improvements and enhancements to the environmental and sustainability content on the City's website. Bring a particular focus on the mission and activities of the Commission itself on the web page.
- Develop an external communications plan that will enhance communications with environmental stakeholders (i.e., residents, businesses, neighborhood associations and public interest organizations) on environmental and sustainability topics such as recycling, energy efficiency, alternative energy generation, home composting, and submission of environmental excellence award nominations)
 - Develop standard briefings, presentations, display and demonstration materials and equipment for use in public outreach efforts
- Encourage increased residential recycling through the following steps:
 - Increase outreach to neighborhood associations and other civic organizations
 - Endorse placement of recycling containers in the public right of ways in Town Center and City Parks
- Promote and evaluate nominations for the City Environmental Excellence Awards.
- Continue to participate in Science Day and Hometown Holidays as well as other important City or neighborhood-sponsored community events.

HISTORIC DISTRICT COMMISSION

Chair: Max van Balgooy

Members: Janet Hunt-McCool, Craig Moloney, Anita Neal Powell, and Jeremy Tucker

Staff Liaison: Robin Ziek, Historic Preservation Planner, Department of Community Planning and Development Services

Accomplishments for FY2009:

• **Regulatory and Review**

- Performed 3 Evaluations for historic and architectural significance
- Performed 6 tax credit reviews
- Performed 7 courtesy reviews
- Approved 14 Certificates of Approval (13 on Consent Agenda)
- Reviewed drafts of new Zoning Ordinance and proposed ZTA for revisions
- Reviewed the Twinbrook Neighborhood Plan/ Preservation Chapter
- Reviewed the update to Chapter 5 building Code and Green Revision

• **Public Education and Outreach**

- Authorized Tax Credit update/reminder to all historic property owners
- Reviewed Heritage Montgomery and Montgomery County Planning grant awards
- Reviewed visitor brochure for Glenview Mansion
- Reviewed 17 African American Heritage Walking Tour exhibit panels (design/fabrication)
- Received updates on East Rockville Survey and Rockville Park National Register nomination
- Reviewed King Farm Hay Drying Shed interpretive plaque (design/fabrication)
- Testified before the Planning Commission and Mayor and Council in support of historic preservation projects, aspects of the Zoning Ordinance, Neighborhood Plans, etc.
- Met with the Planning Commission to discuss mutual interests
- Met with the Environmental Commission to discuss mutual interests
- Reviewed regular updates on the Building Catalog revision/post-1945 survey
- Reviewed successful preservation award nominations for Frieda's Cottage, Jerusalem-Mt. Pleasant Parsonage/Cordelia House
- Monitored grants (Preserve America: Building Catalog, Civil War Tour; CLG: Education support)

• **HDC Administration**

- Reviewed Annual Work Plan for CPDS/HP
- Attended Annual Retreat, August 2008
- Interviewed new commission member; made recommendation to M&C

- Attended training: Maryland Preservation Conference, National Trust for Historic Preservation Conference (Tulsa)
- Joint Training on Green Building, with Gaithersburg & Montgomery County, 12/9/08
- Reviewed Customer Service survey draft form
- Attend Training: Maryland Association of Historic District Commission, Substitute Materials, September 2008

Objectives for FY10 (July 1, 2009 – June 30, 2010)

• Regulatory and Review

- Evaluate properties for historic and architectural significance
- Review/make recommendations to County regarding County tax credit projects
- Provide courtesy or project concept reviews
- Review exterior changes to historic properties for Certificate of Approval
- Review and provide comment for Comprehensive Master Plan update (Historic Preservation chapter); Neighborhood Plans
- Review and provide recommendation for Rockville Park National Register Historic District submission
- Review revised historic building catalog publication
- Participate in City's Green Initiative

• Public Education and Outreach

- Pursue inclusion in the Montgomery County Heritage Area
- Participate in satisfaction survey of all historic property owners in Rockville
- Develop questionnaire for COA approval letters requesting feedback on process.
- Authorize Tax Credit update/reminder to all historic property owners
- Provide/support Historic Preservation workshops on preservation topics
- Provide a Tax Credit workshop for historic property owners, March 2010
- Celebrate installation of African American Heritage exhibit panels with public event
- Review public outreach for Historic Resource Inventory and Building Catalog Update
- Review exhibit panels for King Farm (overall history), Pump House, and College Gardens Park
- Review Glenview Mansion walking tour brochure

• HDC Administration

- Review grant applications (Certified Local Government, Montgomery County, State of Maryland, Preserve America)
- Conduct annual retreat: August 2009
- Attend training: Preservation Maryland Conference, National Trust Conference (Nashville, Tenn.)

- Host joint training with Gaithersburg and Montgomery County HDC/HPC, Winter 2009

HUMAN RIGHTS COMMISSION

Chair: Paul Tetlow

Members: Theodric Anderson, Jeffrey Billington, Maritza Cohen, Debbie Dwyer, Derrick Middleton, Joy Murorunkwere, Andreas Vasillas, and Valentine Liu

Staff Liaison: Janet Kelly, Human Rights Administrator, Community Mediator, City Manager's Office

Accomplishments for FY 2009:

Outreach and Community Involvement Activities. The HRC shared information (brochures, conflict resolution cards, and a display panel of activities) at the following community events:

- Hometown Holidays (The HRC collaborated with the Asian Pacific American Task Force to create a Diversity Booth.)
- Montgomery County Housing Fair
Information regarding mediation and voting was distributed.
- Conflict Resolution Day Event (activities included conflict resolution/information Cards – These cards were made available to new businesses in the Town Square to give patrons helpful tips to resolve conflict.)
- After School Conflict Resolution Day
- Poetry Sharing and Story Time Events (Conflict Resolution for teens and children using the Arts)
- Voter Registration Days
These registrations served the dual purpose of registering residents to vote (a civic activity), and informing them about the HRC and the mediation program.
- Asian American Business Conference and Pre Conference Dinner (contacts with various media and businesses are made during these two events.)

Awareness, Educational and Civic Activities

- Successfully implemented the MLK, Jr. Program at Richard Montgomery High School attended by approximately 750 people
- Sponsored the Fourth Annual Essay Contest in which 52 students the City of Rockville high schools participated
- Invited high school groups to the HRC meetings

- Sponsored four voter registration events at specific sites, registering 89 people
- Participated in the Montgomery County Housing Fair. In October 2008 voting material was discussed and information was shared about the HRC services.

Recruitment and Organizational Support Efforts

- Identified and implemented methods of advertisement for HRC membership. The efforts resulted in 4 new members.
- Attended the Annual NAACP Freedom Fund Dinner

Goals for FY 2010:

Outreach and Community Involvement Activities

- Participate in the Conflict Resolution Day Event
- Participate in Neighborhood Network Learning Series on October 15 that will focus on giving neighbors the opportunity to build tools to reduce conflict, communicate and appreciate cultures
- HRC will plan a diversity leadership and appreciation program for the youths within Rockville high schools. Planning to start in March 2010.
- Sponsor a senior focused event scheduled to take place in May of 2010. The Human Rights Commission, in collaboration with the Senior Center, will highlight senior talent, honor seniors through the youth, and create educational possibilities for the seniors to know where to turn if and when they need assistance.
- HRC will be judges in support of the NAACP ACT-SO competition.

Awareness, Educational and Civic Activities

- Prepare for the MLK, Jr. Event
- Develop a Human Trafficking Awareness Project
- Sponsor the Fifth Annual HRC Essay Contest -Using Mixed Media:
- Train the existing new HRC members in mediation.
- Commissioners will attend human rights related trainings and provide support to programs that seem beneficial to the community that have particular emphasis on human rights
- Encourage Mayor and Council to highlight the services of the Boards and Commissions even more (possibly bi-yearly) to gain more interest within the community to get involved in the Boards and Commissions
- HRC will look for ways to highlight what they do to new residents
- Continue inviting student groups to HRC meetings each month for information exchange
- Sponsor at least four voter registrations at specific sites
- Provide material regarding the CENSUS at voter registration tables

HUMAN SERVICES ADVISORY COMMISSION

Chair: Cynthia Cotte Griffiths

Members: Rachel Weisburg-Carr, Kimberly Dawkins, Robert Dorsey, David L'Heureux, Agnes Saenz, Tim Stranges, and Eric (Kuohwa) Wang

Staff Liaison: Mary Lou Jacobs, Community Services Manager, Department of Recreation and Parks

Accomplishments for FY 2009:

Organization of Commission

- Two new Commission members, Rachel Weisberg-Carr and Robert Dorsey, were appointed in FY 2009. They joined Shari Cohen, Kimberly Dawkins, Sarah Duffy, Cynthia Cotte Griffiths, David L'Heureux, Sarah Mahin, Agnes Saenz, Tim Stranges and Eric Kuohwa Wang on the Commission.
- Sarah Duffy was re-appointed Chair in April 2008 and provided active leadership until her resignation in April 2009. Cynthia Cotte Griffiths was appointed Chair in May 2009.
- Support services were provided by two City staff, Mary Lou Jacobs and Sarah Gicale.

Needs Assessment

The Commission continued its previously-established subcommittees to conduct targeted research on youth issues, employment and access to services. In addition, the Commission invited guest speakers to provide briefings on human service needs and issues concerning Rockville residents, including:

- Cynthia Cabbage, SHARP Suspension Program Director, who described the need for services for students suspended from Rockville schools, usually for substance abuse or assault charges;
- Yvonna Love, Chair of the Rockville Human Rights Commission, who described her Commission's primary activities;
- Ruth O'Sullivan, Rockville Housing Enterprises Executive Director, who talked about the challenges of managing public housing and recent client service initiatives they've instituted;
- Jon McLaren, Community Recreation Manager for the City, who described the range of programming offered to Rockville teens and service trends;
- Alfred Thompson, Community Services Referral Coordinator, who discussed the requests he is receiving from Rockville residents related to foreclosures and utility costs; and
- Jim Miller, Youth and Family Counselor, who reported on the counseling issues he is seeing among his clients.

Program Oversight

A member of the Commission joined City staff on site visits of the following Caregiver programs during Fiscal Year 2009:

- Hope Housing
- Horizon House
- Chase Partnership
- Child Center & Adult Services
- Friends in Action
- Rockville Emergency Assistance Program
- Stepping Stones Shelter
- Jefferson House
- Sophia House (now Wilkins Avenue Assessment Center)

Site visit reports were produced and are available upon request.

Encourage City's Continued Involvement in Human Services

- The Commission continued to monitor the Community Services Division reorganization through review of monthly reports summarizing the division's service outputs and activities.
- The Commission Chair represented the Commission on a community review panel whose members also included the Chairs of the Human Rights Commission and Recreation and Parks Board. The panel reviewed the FY 2010 grant applications submitted by the Caregiver and Outside Agencies and developed funding recommendations to the City Manager.

Advocate Provision of "Safety Net" Services

- The Commission received periodic updates on the Rockville Emergency Assistance Fund to assure that needy residents were served.
- At their February 19, 2009 meeting, the Commission voted to advocate that a \$15,000 grant award for a Rockville SHARP program, which was unspent due to a lack of matching funds, be transferred to Manna Food Center to provide food and supplies to Caregiver Agencies that were experiencing a decline in donations because of the economy. The Commission's recommendation was approved by the Mayor and Council in March. Nine Caregiver agencies received food and supplies as a result of this reappropriation.

Promote Volunteerism

- On October 4, 2008, the Commission partnered with the Recreation & Parks Department, Rockville Caregivers Coalition, Montgomery Alliance and Rockville Chamber of Commerce to sponsor the fourth annual Salute to Rockville Nonprofits, an effort to encourage local residents and businesses to volunteer for their favorite local charities.
- The Commission Chair and Vice-Chair served on the Boards and Commissions Workgroup, which developed recommendations to the Mayor and Council on ways to enhance resident participation on the City's Boards and Commissions.

Correspondence

- September 10, 2008 report to Mayor and Council via City Clerk on Commission's accomplishments in FY 2008 and goals for FY 2009.
- October 26, 2008 email to Mayor and Council urging the Council to reapply for Low Income Tax Credits for the Beall's Grant II affordable housing expansion project.
- May 5, 2009 email to Mayor and Council expressing appreciation for their support of an 8.7% increase in funding for Caregiver Agencies for FY 2010.

Goals for FY 2010:

1. Explore ways to increase access to services

- Co-sponsor Salute to Rockville Nonprofits on September 26
- Monitor Montgomery County outreach initiative to residents in zip code 20850
- Increase awareness of community resources
- Continue exploration of establishing employment kiosk in Rockville
- Monitor need for youth services
- Support creation of affordable housing in Rockville

2. Promote financial support to Caregiver agencies

- Monitor City, County and State budget reductions that impact Rockville Caregiver agencies and residents.
- Review quarterly-updated matrix of funding support to Caregiver agencies
- Encourage Rockville residents to donate to Caregiver agencies
- Recognize contributions of churches and faith-based communities

LANDLORD TENANT AFFAIRS COMMISSION

Chair: Edward Gonzague

Members: Aaron Dodek, Douglas Lunenfeld, Doanld Wallasz, William Silverman,
Amelda Wilson

Alternate Members: Temperance Blalock, Anthony Kern, and Saliou Fall

Staff Liaison: Raymond Logan

Accomplishments for FY 2009:

- Held monthly landlord-tenant hearings and meetings at City Hall.
- Reviewed an article published in the *Rockville Reports* regarding the work of the Commission
- Held a forum at the Glenview Mansion with Community Services and the Department of Health and Human Services of Montgomery County to discuss what my services are to property managers and landlords.

Goals for FY 2010:

- Publish a handbook covering the City of Rockville's Landlord Tenant Ordinance
- Host another forum addressing the services of both the staff and the Commission
- Continue to have hearings monthly in order to resolve any complicated cases and issues.

PERSONNEL APPEALS BOARD

Chair: Irving Shapiro

Members: Albert Starr (One vacancy)

NOTE:

The Personnel Appeals Board has not had to meet in the last several years.

PLANNING COMMISSION

Chair: Sarah Medearis

Members: David Hill, Tracy Pakulniewicz-Chidiac, Catherine Ostell, John Tyner II,
Steven Johnson (One vacancy)

Accomplishments for FY 2009:

- Approved Use Permits, Detailed Applications and the first site plan to come forward under the new Zoning Ordinance (STP2009-0000, Wootton's Crossing)
- Received briefings on the adopted Zoning Ordinance as well as the draft Development Review Manual and draft Green Building Code
- Conducted a series of worksessions on the strategy to revise the Comprehensive Master Plan
- Conducted a joint worksession with the Historic District Commission, and participated in a joint worksession with the Environment Commission and Historic District Commission
- Provided recommendations to the Mayor and Council on implementation of the public use space policy
- Provided recommendations to the Board of Appeals on Special Exceptions, and to the Mayor and Council on historic district Map Amendments and Street Closing and abandonments
- Conducted worksession to review roles and responsibilities and procedural issues, resulting in amendments to the Commission's Rules of Procedure

Goals for FY2010:

- Review and act, or make recommendations, on development applications brought forward under the Zoning Ordinance
- Conduct public hearings and worksessions of the draft Rockville Pike Plan
- Continue the update process of the City's Comprehensive Master Plan;
- Review and approve the 2009 Annual Report, which will incorporate new requirements per state legislation
- Conduct joint worksessions with other Boards and Commissions as desired.

RECREATION AND PARK ADVISORY BOARD

Chair: Katherine Savage

Members: F. Terry Baker, Vincent (Chip) Boylan, Wendy Braund, Marsha Douma, Larry Easton, George Sushinsky, and Robert Taylor

Staff Liaison: Burt Hall, Director, Department of Recreation and Parks

Accomplishments for FY 2009:

- Recreation and Parks Foundation – met with and advised staff and foundation board members on initial set up of foundation.
- Soft Drink Contract - reviewed, made recommendations of elements of new contract.
- Zoning Ordinance – reviewed, made recommendations on appropriate sections of new zoning ordinance, including park requirements, open space, etc.
- Master Street Tree Plan – reviewed, recommended changes to make street tree appeals process more customer friendly.
- PROS Plan – participated in public meetings, focus groups and reviewed drafts of PROS Plan.
- Nature Center – reviewed, made recommendations on downstairs exhibit.
- Tennis Proposal – met with Jack Schore, and reviewed proposal for indoor tennis facility and additional programming.
- Buskers – reviewed, made recommendations on buskers program including permits.
- Dog Park – reviewed proposed policy to install a key code lock and make dogpark resident only.
- County Park Tax – made recommendations to Mayor and Council on proposed county park tax to deny application of the tax.
- Recreation Fund – made recommendations on ways to improve financial status of the fund.
- Piano Competition – proposed successful competition event.
- Adopt-a-Stream – continued clean ups of Civic Center Park stream.
- Program Open Space – met with Senator Forehand and Delegate Barve to impress importance of POS funding.

- Rockville Pike Plan – reviewed, made recommendations on parks and open space requirements in plan.
- Pedestrian Greenways – Suggested funding for streetscape enhancements in major pedestrian corridors leading to Town Center and reviewed proposed plans.
- Walk Around Town Center - Recommended program to encourage and define walking paths around Town Center.
- Stepanek Park – Participated in dedication planning.
- Boards and Commissions Review – Chip Boylan participated on Task Force.
- College Gardens Park – Reviewed plans for park and pond project and provided comment.
- Youth Sports Board – Provided two members including Chair and successfully administered YSB review of RFL age/weight and parental participation.
- Thomas Farm Community Center – Participated in executing dedication event.
- Other - Kate Savage, Chair of the Commission, served as a representative on the Community Services Grants Group and also on the Art in Public Places group.

Goals for FY 2010:

- Participate on the White Tail Deer Management Task Force
- Continue to support the Recreation and Parks Foundation
- Participate in the City's Comprehensive Master Plan Update Process
- Participate in final review process by Planning Commission and Mayor and Council for the PROS Plan.

RETIREMENT BOARD

Chair: Alex Espinosa

Members: Christopher Peck, Joseph Pritchard, Phyllis Marcuccio, Anita McCombs, and Gregory Hazlett

Staff Liaison: Gavin Cohen, Director, Department of Finance

NOTE: FY 2009 was one of the most difficult years that the Retirement Board has had to navigate in regards to the economic and investment environments. The City's pool of assets saw significant reductions due to the negative returns in all asset classes. The Retirement Board will have to deal with decreased funding ratios and rebuilding the portfolio looking forward. In addition, the Board will have to consider plan design elements to allow the City's Defined Benefit Plan to be sustainable in the long term.

Accomplishments for FY 2009:

- Approved the Plan actuarial report dated 4/1/2008
- Approved quarterly reports on Plan performance
- Provide orientation to two new resident volunteers to fill vacancies
- Assumed responsibility as trustees for the newly established Retiree Benefit Trust
- Selected Manning and Napier as Fund Manager for the Retiree Benefit Trust assets
- Approved the replacement of the Principal Bond and Mortgage Fund with new Fund Manager Segall Bryant Hamill for the City's DB Plan
- Approved the replacement of the Principal Bond and Mortgage Fund with Vanguard Total Bond Index Fund for the City's Thrift Plan
- Conducted performance reviews of Principal Financial Group, plan administrator and Segall Advisor Inc., Plan investment consultant
- Submitted City Plan to the IRS for determination letter for qualified status

Goals for FY 2010:

- Conduct a vendor search for the City's Thrift Retirement Plan
- Review quarterly investment reports
- Review plan actuarial report dated 4/1/2009
- Review whether or not to provide a COLA for 2010
- Review plans for vesting schedules
- Review the Defined Benefit plan design and normal retirement ages
- Review the long term earnings actuarial assumption

ROCKVILLE HOUSING ENTERPRISES

Chair: Steven Marr

Members: Henry Battle, Ed Duffy, Virginia Onley, Maung Tin Hlaing

Staff Liaison: Ed Duffy, Chief of Management and Support, Department of Community Planning and Development Services

Accomplishments for FY2009:

- Awarded \$353,000 in American Recovery and Reinvestment Act (ARRA) which has been used to make major sidewalk repairs at David Scull Courts and will make possible the renovation of kitchens and baths at 25 units also at David Scull Courts. Additionally, the ARRA funds will RHE to acquire state of the art management software to greatly improve agency efficiency and effectiveness.
- Applied for \$315,000 in competitive ARRA funding for energy conservation improvements including window replacements at 105 Public Housing Units; awaiting grant award notification
- Launched an improved website at www.rockvillehe.org
- Reopened the waiting list for Public Housing Program 3 and 4 bedroom units and received 500 applications over a 3-day period
- Installed security cameras at David Scull Courts, which have been a contributing factor to making sure that crime related to RHE programs remains very low
- Continued to empower the RHE Resident Council to organize a number of functions to better serve their community including a mentoring group, Sistah Speaks, and a number of holiday and other events such as the successful National Night Out
- Sold eight of the remaining twelve homeowner units at the Legacy at Lincoln Park; 56 of 60 units have been sold
- Provided assistance to The Legacy at Lincoln Park Home Owners Association (HOA), which is now fully functioning on its own. Officers were elected and meet regularly. HOA business now is completely separated from RHE. The HOA has become an active member of the Lincoln Park community
- Awarded HUD grants to fund coordinators to manage both the Public Housing and Housing Choice Voucher Family Self-Sufficiency Programs. These programs provide support and incentives to enable households to move from welfare assistance to employment or to broaden employment opportunities through education, counseling, and any other assistance participants need to become economically self-sufficient. Earlier graduates have been able to purchase homes or start businesses

- Also included in the grants was ongoing funding for the Housing Choice Voucher Homeownership Coordinator who provides counseling and other support to enable Public Housing and Housing Choice Voucher Program participants to transition to homeownership.
- Continue to meet at least quarterly, and more often as necessary, to coordinate with City and County social services providers to minimize homelessness in Rockville.

Goals for FY 2010:

- Complete scheduled renovations at David Scull Courts and replace kitchen/bath floors in several scattered site units.
- Sell the final four single-family homes at Legacy at Lincoln Park.
- Implement the Neighborhood Reboot/Video Gaming Night program at David Scull Courts. The program recently was funded by the City of Rockville to offer recreation and computer education to children at David Scull Courts.
- Begin construction of a new community center/RHE administration building to be located adjacent to David Scull Courts.
- Expand the Public Housing Family Self-Sufficiency (FSS) Program to assist up to twenty-five public housing households to move toward self-sufficiency; continue working with the twenty-four Housing Choice Voucher households currently enrolled in the FSS program.
- Continue the mutually productive working relationships with City and County social services agencies and police departments.

ROCKVILLE SENIORS, INC.

Chair: George Gallasso

Members: Ron Barber, Elizabeth Ball, Betty Briscoe, Edith Embrey, Earl Estelle, Betty Hughes, Nahid, Limber, Rinn Shinn, Pete Sante (There is one vacancy)

Staff Liaison: Lexie McKenzie, Senior Center Program Manager

Accomplishments for FY 2009:

- Raised over \$61,600 in FY08 and reinvested almost \$68,800 to support the Senior Center and its programs
- Operated the following fundraising areas: Wednesday Night Bingo, Gift Shop, Thrift Shop, Greenhouse and Morning Glory Café.
- Provided funds to publish a 9"x 12" color, 2008 Senior Center calendar which was mailed to all residents 60 and over.
- Provided funds to purchase English books for ESOL (English as a second language) students.
- Contributed \$20,000 to the City's operating budget.
- Contributed \$1,000 to the Senior Assistance Fund.
- Purchased Holiday Cards with pocket calendar for over 300 center volunteers.
- Purchased Thank You gifts for the center volunteers and co-sponsored the Senior Center Volunteer Appreciation Party, recognizing 23,000 hours of volunteer contributions.
- Provided funds to support the entertainment for the bi weekly Supper Club and monthly Birthday Parties.
- Provided DSL line for Senior Center
- Continued to manage the Living Legacy Endowment Fund
- Presented the annual Corporate Appreciation Award to Animal Exchange for support to the center and members.

Goals for FY 2010:

In the coming year, the RSI Board of Directors has identified the following goals:

- Strengthen our outreach program to make the Rockville Senior Center more visible to the community and inform them of the benefits of the Senior Center
- Identify and implement new areas of fundraising
- Use available data and demographics to plan a strategy for increasing membership at the Center
- Continue to honor our annual financial contribution of \$20,000 to the City to support the Center programs
- Be involved in the planning and design feasibility study of the expansion of the Center
- Provide \$46,000 for the planning and design of the expansion, including \$26,000 set aside in FY08 for additional parking lot
- Continue to support the Supper Club and Birthday Party programs
- Replenish funds used for the calendar and annual city donation
- Analyze plan to increase the income from our investments
- Increase volunteerism at the center and encourage members to become active in the work of R.S.I.

ROCKVILLE SISTER CITY CORPORATION

Accomplishments for FY 2009:

- Moved forward to secure a Sister City Relationship with Jiaxing, China., including facilitating a visit Rockville of officials from Jiaxing on September 13 and 14, 2009, at which a Friendly Relations Agreement, the first step in becoming a Sister City, was signed
- Reviewed and updated the organization's by-laws
- Supported several adult and student visits this year, including a bicycling group who toured Rockville and surrounding areas by bicycle, a high school swim team exchange, and a visit from the new Mayor of Pinneberg

Goals and Objectives for FY 2010:

- Finalize Sister City Relationship with Jiaxing, China including investigating the possibility of exchange visits of both officials and citizens, when economically feasible.
- Work with the Rockville Chorus, which is planning a visit to Pinneberg as part of a European tour.
- Continue to offer free cultural events to the Rockville community
- Increase fund raising

SENIOR CITIZENS COMMISSION

Chair: Ciriaco Gonzales

Members: Audrey Beck, Doug Bly, Stuart Crump, Katherine Foti, Kathy Neale, Julian Sante, Norene Stovall, and I. Marshall Levy

Staff Liaison: Lorraine Schack, Senior Citizens Support Services Supervisor,
Department of Recreation and Parks

Accomplishments for FY 2009:

- Established Home Maintenance and Safety Program and Hired Program Coordinator, which provided service to thirty-two homeowners since the program started in March of 2009 through June 2009
- Provided working member on Task Force for Senior Center Expansion to review and provide comments to Senior Services staff
- Provided suggestions to United Seniors of Maryland in developing legislative priorities for the 2009 General Assembly
- Participated in United Seniors of Maryland State Rally in Annapolis for support of senior programs and funding
- Assisted Senior Services staff with fundraisers for the Senior Assistance Fund
- Co-sponsored and assisted Senior Services staff in the 3rd Aging in Place county-wide conference held at the F. Scott Fitzgerald Theater on October 8, 2008
- Participated in the annual Senior Services Health Fair
- Began developing Friends of Rockville Seniors (FORS) program
- Developed and started Senior Talk Action Resolution & Solutions (STARS) discussion groups on health related topics
- Informed Mayor and Council on issues of importance to senior citizens in Rockville
- Sent personalized mailing to sixty-three Rockville Home Owner, Neighborhood and Civic Associations offering help contacting their seniors to learn about their unmet needs.

Goals for FY 2010:

- Work with Mayor and Council for tax relief for seniors. (example - real estate tax credit, utilities credit)
- Participate with United Seniors of Maryland supporting state –wide tax relief for seniors
- Continue to pursue the need for low and moderate income housing and alternatives for seniors
- Continue working and establishing Friends of Rockville Seniors (FORS) with business community, Rockville Economic Development Inc., and Rockville Chamber of Commerce
- Urge Mayor and Council to designate Rockville a “Senior Friendly Community”
- Assist Senior Services staff with quarterly health and educational seminars
- Work with Senior Center members to host Candidates Forum for Mayor and Council at the Senior Center
- Participate in the annual Senior Services Health Fair
- Electronically preserve Senior Services Commission historical materials
- Continue to work with Home Owner Associations to reach out to seniors
- Continue to advocate for and promote senior programs in Rockville
- Continue to review and make recommendations to Mayor and Council on the Victory Housing proposal for affordable housing for seniors
- Participate with United Seniors of Maryland for emphasis on shortage of geriatric specialties and urge support of Medical School funding in Geriatric Specialties
- Pursue concerns of lack of geriatricians and geriatric health care providers

SIGN REVIEW BOARD

Chair: Robert Turner

Members: Mary Lou Goehrung and Douglas Worthing (There is one vacancy)

Staff Liaison: Tamara Dietrich, Zoning Inspector, Community Planning and
Development Services

Accomplishments for FY 2009:

Heard and decided on thirteen applications for modifications requests from the sign regulations to determine whether a hardship existed and deserved to be relieved or whether granting the modification would have a public benefit. One application request was denied.

Goals for FY 2010:

Meet every six weeks as needed to react promptly and expeditiously to applications for a modification in accordance with the Sign Ordinance.

TRAFFIC AND TRANSPORTATION COMMISSION

Chair: Elizabeth Crane

Members: Stanley Klein, Alan Levine, Jon Oberg, Jeremy Martin, Richard Resnick, Harry Thomas, and John Telesco (There is one vacancy)

Staff Liaisons: Carrie Sanders, Transportation Planner; Emad Elshafei, Chief of Transportation

Accomplishments for FY 2009:

- Revised the Pedestrian Policy, which was passed by the Mayor and Council on March 13, 2009.
- Developed the Complete Streets Policy, which was passed by the Mayor and Council on July 27, 2009
- Developed the Rockville Traffic and Transportation Commission Principles and Guidelines for Residential Permit Parking Area Approval, which was approved on July 27, 2009 by the Traffic and Transportation Commission.
- Participated in a work meeting with the Mayor and Council in October 2009 to describe Commission priorities and learn priorities and concerns of Council
- Advised on potential revisions to the Comprehensive Master Plan.
- Advised on the Intersection Inventory and Pedestrian Safety Assessment for 110 signalized intersections in the City, including 52 uncontrolled crosswalks, which was completed in 2009
- Advised on the Rockville Pike Plan.
- Provided review and monitored status of developer applications, as required by the Comprehensive Transportation Review (CTR) process and the Adequate Public Facilities Ordinance (APFO). The Commission conducted courtesy reviews on two applications: the Montgomery College Science Center and the Avalon Bay Development.
- Advised staff and provided a memo to Mayor and Council to advise on pedestrian and bicycle access at Montgomery College.
- Reviewed copies of fatal traffic collision reports in Rockville to identify contributing factors and areas for prevention/intervention.
- As provided in the City code, the Commission is responsible for holding public hearings, taking testimony, and establishing or rejecting permit parking areas involving more than fifteen residents. Permit parking hearings were held for the 400 and 500 blocks of Saddle Ridge Lane and the 200 Block of Ridgmont Avenue

- Continued efforts initiated by the Commission in previous years to identify and mitigate Rockville's ten most dangerous pedestrian crossings. Letters outlining the Commission's concerns were sent to the County and SHA by Mr. Elshafei, Chief of the Traffic and Transportation Division, in 2008, and since then, the SHA has installed improvements at a number of these intersections
- Received testimony from Rockville residents regarding parking and traffic concerns in order to advise the Traffic and Transportation Division on specific traffic issues
- Monitored the work of the Traffic and Transportation Division through the T & T Weekly Report and in question and answer sessions during monthly Commission meetings.
- Advised staff during development of the Transportation Demand Management (TDM) Plan
- Advised City officials on FY2010 CIP and Budget transportation priorities.

Goals for FY 2010:

- Advise staff during development and completion of the Transportation Demand Management (TDM) Plan
- Continue to fulfill responsibilities under the Comprehensive Transportation Review (CTR) and the Adequate Public Facilities Ordinance
- Conduct public hearings on permit parking applications and establish permit parking areas where the Commission concludes there is justification
- Continue to press for pedestrian safety improvements at dangerous intersections, particularly on MD 355, and more specifically at Halpine Road and MD 355, Redland Road and MD 355, and King Farm Boulevard and MD 355
- Continue to advise staff and the Mayor and Council on pedestrian and bicycle access at Montgomery College
- Continue to provide a forum for Rockville citizens to comment on traffic and transportation issues
- Advise City officials on the FY 2011 CIP and Budget transportation priorities
- Continue to review accident reconstruction reports for identification of contributory factors involving engineering, education, and enforcement